

TO: More at Four Contract Administrators, More at Four Program Contacts, More at Four Fiscal Contacts,

FROM: Jan Ruiz

DATE: July 11 2008

SUBJECT: SFY 2008-09 MAFPlan System

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The 2008-09 MAFPlan on-line system is available.

1. The new website address is: http://maf.med.unc.edu/mafplan_0809/Login.aspx. **PRIOR to making any changes to the 08-09 Plan PRINT a copy of your Plan to file with your executed contract.** Please note the link to the 2008-09 MAFKids is not active at this time.
2. The [Making Changes to MAFPlan 2008-09 User Guide](#) is attached. It will also be available on the **More at Four** website www.osr.nc.gov and on the instruction page of the 2008-09 on-line system after July 14, 2008. This document provides step-by-step instruction to make any change to the Plan.
3. All information from your 2007-08 More at Four Plan approved as of June 27, 2008 has fed forward **except** for the following:
 - Year-end date for MAF Services (found on the Site page), and
 - Teacher Start Date

Remember:

- Submit all **change requests** to update the initial 2008-09 Plan by **August 22, 2008**
- **Section 1a (Principal/Director original signatures)** are due to the OSR State Office by **September 22, 2008**
- Sites/Classrooms with zero slots in May 2008 and teachers with exit dates **did not** feed forward

Please follow these Steps to update your initial 08-09 Plan.

Step 1. Your log on to MAFPlan will place you in the **Initial Teacher Placement Screen**.

There are three options for each teacher:

- **Retain** the teacher in his/her current classroom
 - **Move** the teacher to a new classroom, OR
 - **Exit** teacher for this school year
- a. You **must** select one of these options for each teacher to clear the Initial Teacher Placement Screen; however, we suggest that you wait to select an option until you are sure of each teacher's status.
 - b. Upon every log on, the Initial Teacher Placement Screen will continue to appear until an option is selected for each teacher.
 - c. Once you select an option for each teacher in any given classroom, new teachers can then be added to your Plan through subsequent Change Requests.
 - d. You may leave this screen by selecting the Home option at the top of the screen, or the Previous or Next buttons at the bottom of the screen.

NOTE: Long-Term Substitute Teachers will appear at the bottom of the Teacher Placement Screen. However, they may not return in 08-09 in a Long-Term Substitute role. Follow prompts on the Teacher Placement Screen to update their credentials through the Change Request process.

Step 2. From the Home page, **click the MISSING FIELDS** button, which will bring up the Site Missing Information screen. **Enter** the 2008-09 Site Year End Date (xx/xx/xxxx) for MAF Services for each site. You may access this page prior to completing Step 1. If a site will not participate in 2008-09 a Site Year End Date is not required.

Step 3. After completing Step 1 and 2, **review the “Site”** section to ensure that all sites listed will participate in the 2008-09 More at Four year.

- If the site will not participate in 2008-09, follow the instructions in the User Guide for removing a site and follow the instructions to add a new site, if applicable.
- Review the principal/director information and update by submitting change requests as needed.

Step 4. Next **review the “classroom”** section to ensure that all classroom information is correct for 2008-09.

- If the classroom will not participate in 2008-09, follow the instructions in the User Guide for removing a classroom and follow the instructions to add a new classroom(s), if applicable.
- Slots that were effective in May 2008 have been placed in each active classroom from August to May. These dates represent the payment months for which you will request reimbursement for that class. If you determine the reimbursement dates should be September to June, send an email to susan.blackard@ncmail.net and include the classroom name and code in your email.
- Step 1 instructed you to retain, move or exit teachers. Now review each teacher to ensure the qualifications are up to date. Submit applicable change request to update their information.

Step 5. Next **review the budget section** to ensure:

- **Slots** - The plan fed forward includes all of your allocated slots as of June 22 (See Step 4). In review of your 2008-09 Plan, if you have deleted or added sites/classrooms you will need to verify the **“Allocated Slots Not In Plan”** number. If this number is greater than zero then you have not placed all of your allocated slots back in the Plan. You may need to add sites and/or classrooms to place the number of slots that is indicated. If you choose not to place all allocated slots in your Plan, a contract amendment will be processed by the State Office to reduce your contract accordingly.
- **Estimated Other Resources “Cash” and In-kind** – The amounts listed in your 2007-08 plan as of June 27 have fed forward. Please verify and update these estimated amounts, if needed.

Note: Start-up funds have been reduced to zero. Start-up funds will be added if expansion slots are approved.

Step 6. Review the **Committee Section** and the **Contract Information** to ensure all information is up to date. Remember the email addresses listed for the Contract Administrator, Fiscal Contact and Program Contact are used for our communication with you during the year.

Step 7. Please **complete** the **additional contact field** located at the bottom of the page of the **Contract Information** Section if you wish to have an additional contact person listed for your contract. Hovering over the check box provides instructions for checking this box. If the box is checked, this additional contact person will receive copies of all emails from the State Office regarding this contract.

If you need help navigating MAFPlan contact **KC Elander 919-981-7302** at the Office of School Readiness. If you have any questions about the conversion of your 2007-08 Plan to 2008-09 (e.g. classrooms, slots) or assistance about the Program Guidelines and Requirements Manual or the Fiscal and Contract manual contact the State Office at 919-981-5300 or moreatfour@ncmail.net.